

## APPENDIX C

### ACTION VOCABULARY

<u>Term</u>	<u>Motif Mnemonic/Accelerator</u>	<u>Windows Mnemonic/Accelerator</u>
<u>Action Performed</u>		
About <AppName> Displays name and version information about the application.	A    ---	A    ---
Add Adds a new item to a set of items.	--    ---	--    ---
Again Repeats the last operation.	--    <Ctrl><A>	--    ---
Append Adds new information to the end of an item, or adds a new item to the end of a set of items.	--    ---	--    ---
Apply Executes any changes made to controls in a window but does not close the window.	--    ---	A    ---
Archive Creates a backup copy of a file (e.g., on magnetic tape or fixed disk).	--    ---	--    ---
Arrange Arranges document windows in an application-specific placement.	--    ---	--    ---
Cancel <sup>1</sup> Closes a window without executing any changes made to controls in the window.	--    ---	--    ---
Cascade Arranges document windows in an overlapping placement.	--    ---	--    ---
Change Allows the user to make changes to an existing query.	--    ---	--    ---
Check Spelling Compares the words in a file or text selection against a dictionary of recognized words and identifies entries not in the dictionary (e.g., misspelled words).	--    ---	--    ---
Clear Removes an object from a window without copying it to the clipboard; does not compress the remaining space.	E    ---	--    ---
Close	C    <Alt><F4>	C    <Alt><F4> (app windows) <Ctrl><F4> (doc windows)

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<sup>1</sup> Cancel is used in a window when the settings selected by users are reversible (i.e., not saved when the window is removed from the screen). Close is used in a window when the settings are saved, when a new state has been defined, or when new data have been generated as a result of selections made in the window.

Closes a window and removes it from the screen; requests confirmation if unsaved changes have been made and allows the user to save the changes.

Close C ---- C ----

Closes the current primary window and its child windows; requests confirmation if unsaved changes will be lost.

Close -- ---- C ----

Closes a dialog window without executing the control settings in the window; used only when the window performs actions that are irreversible.

Compare -- ---- -- ----

Displays information on multiple items in a set of items.

Contents -- ---- C ----

Opens a Help window and displays a list of main topics.

Copy C <Ctrl><C> (preferred) C <Ctrl><C> (preferred)  
<Ctrl><Insert> <Ctrl><Insert>

Clears the clipboard and stores a copy of the object being transferred in the clipboard. The object remains at its original location.

Copy Link K ---- -- ----

Copies a link of the object to the clipboard without removing the object from its original location.

Copy To C ---- -- ----

Allows the user to copy the selected object(s) into a folder; displays a dialog window for users to select the desired folder.

Cut T <Ctrl><X> (preferred) T <Ctrl><X> (preferred)  
<Shift><Delete> <Shift><Delete>

Clears the clipboard, stores a copy of the object in the clipboard, and removes the object from its original location. If the object being transferred is graphic, the space that it occupied is left blank. If the object is text, the remaining text is compressed (i.e., shifted to the left) to fill in the space.

Defaults -- ---- -- ----

Restores all values in a window to a default state defined by the application.

Delete D <Ctrl><D> D ----

Removes an object from a window without copying it to the clipboard; compresses the remaining space.

Delete -- ---- -- ----

Removes a file from a storage device; requests confirmation prior to deletion.

Delete -- ---- -- ----

Removes an item from a set of items.

Describe -- ---- -- ----

Displays a detailed explanation or description of an item.

Deselect All L <Ctrl><\> -- ----

Deselects (and removes highlight from) all objects or items in a collection.

Duplicate -- ---- -- ----

Creates a copy of a file and prompts the user to name the file. Creates a copy of an item and adds it to a set of items.

Edit E ---- E ----

Edits an item in a set of items. When used as a menu title, provides access to menu options that enable users to modify the data in a window.

Execute -- ---- -- ----

Performs a function, procedure, or process associated with the window.

Exit X ---- X ----

Closes all windows in an application and ends processing by the application; requests confirmation if unsaved changes will be lost.

File F -- F ----

When used as a menu title, provides access to menu options for users to work with the data in the window as a whole.

Find -- ---- -- ----

Searches for an item or object that matches criteria specified by the user.

First -- ---- -- ----

Displays the first page of information.

GoBack<sup>2</sup> -- ---- -- ----

Displays the previous transaction.

Help H <F1> H <F1>  
<Help>

Displays general information about a window.

How to Use Help -- ---- H ----

Opens a Help window and displays instructions for using Help.

Index I ---- -- ----

Provides an index listing topics for all help information available in the application.

Insert -- ---- I ----

Adds an item to a specific location within a set of items.

Keyboard K ---- -- ----

Provides information on the function keys, mnemonics, and accelerators in the application.

Last -- ---- -- ----

Displays the last page of information.

Links -- ---- K ----

Displays a dialog window for changing link properties and accessing linked objects.

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<sup>2</sup> The actions performed by GoBack, Restart, Review, and Suspend are taken from the DoD style guide.

Logout	--	----	--	----	
Ends processing by a system; closes all windows on the workspace and stops all processing; requests confirmation if unsaved changes have been made and allows the user to save the changes.					
Lower	L	<Alt><F3>	--	----	
Moves a window to the bottom of the window hierarchy.					
Mark	--	----	--	----	
Annotates (e.g., with an asterisk) that an item has been selected.					
Maximize	X	<Alt><F10>	X	----	
Enlarges a window to its maximum size.					
Merge	--	----	--	----	
Combines the contents of two items into a single item.					
Minimize	N	<Alt><F9>	N	----	
Changes a window into a window icon.					
Minimize/Restore Front Panel	--	----	--	----	
Turns the Front Panel into an icon or restores the Front Panel from an icon.					
More	--	----	--	----	
Displays a dialog window listing all open document windows.					
Mouse	M	----	--	----	
Provides information on using the pointing device in the application.					
Mouse & Keyboard	M	----	--	----	
Provides information on the function keys, mnemonics, and accelerators and on using the pointing device in the application.					
Move	M	<Alt><F7>	--	----	
Moves the location of the window in the direction indicated by the pointer.					
Move To	M	----	--	----	
Allows the user to move the selected object(s) into a folder; displays a dialog window for users to select the desired folder.					
New	N	<Ctrl><N>	N	<Ctrl><N>	
Creates a new file or document. Clears existing data from the client area if the current window will be used; requests confirmation if unsaved changes will be lost.					
New Window	--	----	N	<Ctrl><F6>	
Creates a duplicate window that opens another view on the active document.					
Next	--	----	N	----	
Displays the next page of information or the contents of the next item in a set of items.					
Next	--	----	--	----	
Allows the user to switch to the next document window.					
No	--	----	N	----	

Indicates a negative response to a question and removes the window containing the question.

Occupy All Workspaces	A	----	--	----
Enables the user to place a window in all workspaces.				

Occupies Workspace O ---- -- ----  
Allows a user to specify the workspace(s) in which a window appears.

OK	--	----	--	----
Executes any changes made to controls in a window and closes the window.				

On Item	O	---	--	---
Invokes context-sensitive help mode in the window.				

Open	O	<Ctrl><O>	O	<Ctrl><O>
Opens an existing file or document; prompts the user for the file name if more than one can be opened.				
Requests confirmation if unsaved changes will be lost.				

Open As	--	----	--	----
Opens an existing file; prompts the user for changes to how the file is to be presented (e.g., different format).				

Overview	V	----	--	----
Provides general information about the window from which help was requested or about the application overall.				

Paste	P	<Ctrl><V> (preferred) <Shift><Insert>	P	<Ctrl><V> (preferred) <Shift><Insert>
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Copies the object in the clipboard to the new location. If the object is graphic, the paste operation copies it to the location with keyboard focus. If the object is text, the paste operation copies the object to the current position of the text cursor.

Paste Link	L	----	L	----
Pastes a link of the contents of the clipboard to the new location.				

Paste Special	--	----	S	----
Allows the user to specify the format of the data being pasted.				

Pause	--	----	P	----
Interrupts a process without changing data entries or control logic for the process; used in combination with Resume.				

Previous	--	----	--	----
Displays the previous page of information, or returns to the file prior to the current one (e.g., Previous Chart displays the chart viewed prior to the current one).				

Primary Copy	--	<Alt><Ctrl><C> (preferred)	--	----
		<Alt><Ctrl><Insert>		

Copies the selected object(s) to the destination.

Primary Link	--	----	--	----
Places a link from the selected object(s) to the destination.				

Primary Move	--	<Alt><Ctrl><X> (preferred)	--	----
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		<Alt><Shift><Delete>		
Moves the selected object(s) to the destination.				
Print	P	<Ctrl><P>	P	<Ctrl><P>
Initiates a process for printing the contents of a file.				
Print One	--	----	--	----
Prints one copy of a file using the default print settings previously defined by the user.				
Print Setup	--	----	R	----
Allows the user to specify the printer and settings for a print job.				
Promote	M	----	--	----
Promotes to the primary selection the current selection of an object in a collection.				
Properties	P	<Ctrl><I>	R	----
When included in a pop-up menu, displays a Properties dialog window that can be used to set the properties of the object. If the menu is popped up over a selected or unselected object, it can display the properties of the object. If the menu is popped up over the background, it can display the properties of the collection.				
Put in Workspace	T	----	--	----
Allows the user to put a link for the selected object in the current workspace.				
Redo	R	<Shift><Alt><Backspace>	R	----
Reverts an Undo; i.e., returns an object to its state after the last operation was performed.				
Reference	R	----	--	----
Provides access to summary information about application components.				
Refresh	E	<Ctrl><R> (preferred) <F5>	--	----
Redraws the contents of a window; updates the contents of the window to reflect the current state of the underlying data.				
Rename	--	----	--	----
Renames a file; prompts the user to name the file; does not affect the contents of the file.				
Repeat <action>	--	----	R	----
Repeats the most recently performed action.				
Replace	--	----	--	----
Replaces a word or character string with a different word or character string entered by the user.				
Reselect	--	<Alt><Insert>	--	----
Reselects (and highlights) all of the items in the most recently performed selection.				
Reset <sup>3</sup>	--	----	--	----

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<sup>3</sup> The DoD style guide recommends the use of Cancel to erase changes just made by the user and restore the display to its previous state.

Cancels any changes made to the control settings in a window that have not been applied by the application, and resets the window to the state at the last time a change was applied. If no changes have been applied, the controls are reset to the state when the window was first displayed.

Reset to Factory                      --    ----                      --    ----

Cancels any changes that have not yet been applied and resets the window to the default state as specified by the application.

Restart                                --    ----                      --    ----

Cancels entries made in a transaction sequence and returns to the beginning of a sequence.

Restart Workspace                  --    ----                      --    ----

Manager

Stops then restarts the Workspace Manager (e.g., after the user has customized configuration files).

Restore                                R    <Alt><F5>                      R    ----

Displays a minimized or maximized window in its previous size and location.

Resume<sup>4</sup>                                --    ----                      R    ----

Resumes a process that was previously paused (e.g., turns on a process that has been turned off); used in combination with Pause.

Retry                                    --    ----                      R    ----

Causes a process to be attempted again.

Revert                                 --    ----                      --    ----

Replaces the current file with the version that was most recently saved.

Review                                 --    ----                      --    ----

Returns to the first display in a transaction sequence so that users can make changes if desired.

Save                                    S    <Ctrl><S>                      S    <Ctrl><S>

Saves the currently opened file without removing the existing contents of the client area; prompts the user for a name if the file does not have one.

Save As                                A    ----                      A    ----

Saves the currently opened file under a new name; prompts the user for the new name. Does not remove the existing contents from the client area. Prompts the user for the new name and for overwrite verification if a file already exists with the same name as entered by the user.

Save As Defaults                    --    ----                      --    ----

Saves the current settings as the default that will appear when the window is displayed again. The settings are not applied to any selected object, and the dialog window is not dismissed.

Search for Help On                  --    ----                      S    ----

Opens a Help window and allows the user to search for Help topics containing specific keywords.

Select All                             S    <Ctrl></>                      A    ----

Selects (and highlights) all objects or items in a collection.

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<sup>4</sup> The DoD style guide recommends the use of Continue to resume a process without changing data entries or control logic for the process.

Select On	--	----	--	----	
Allows the user to select a subset of items based on criteria specified by the user.					
Select Pasted	A	----	--	----	
Selects (and highlights) the last object(s) pasted at a location.					
Send	--	<F3>	--	----	
Transmits an item via a communication channel selected by the user.					
Shuffle Down	--	----	--	----	
Moves the top window in a stack backward in the workspace.					
Shuffle Up	--	----	--	----	
Brings the bottom window in a stack forward in the workspace.					
Size	S	<Alt><F8>	S	----	
Changes the size of the window in the direction indicated by the pointer.					
Sort	S	----	--	----	
Arranges a set of items in an order specified by the user.					
Start	--	----	--	----	
Begins or turns on a process.					
Stop	--	----	S	----	
Ends or turns off a process at the next possible point.					
Suspend	--	----	--	----	
Preserves the current transaction status when users log out of the system and permits resumption of work when users later log in to the system.					
Switch To	--	----	W	<Ctrl><Esc>	
Displays a list of running applications so the user can switch to another application.					
Table of Contents	C	----	--	----	
Provides a Table of Contents listing topics for all help information available in the application.					
Tasks	T	----	--	----	
Provides access to help information on how to use the application.					
Tile	--	----	--	----	
Arranges document windows in a tiled placement.					
Tutorial	L	----	T	----	
Provides access to a tutorial on how to use the application.					
Undo <action>	U	<Ctrl><Z> (preferred) <Alt><Backspace>	U	<Ctrl><Z> (preferred) <Alt><Backspace>	
Reverses the most recently executed action.					
Unmark	--	----	--	----	
Removes the annotation that an item has been selected.					

Unoccupy Workspace	U	----	--	----
Removes an application from the current workspace. If the application is only occupying one workspace, this option is displayed as unavailable.				
Update	--	----	--	----
Checks the status of a process and displays the updated information.				
Using Help	U	----	--	----
Provides information on how to use Help.				
View	--	----	V	----
Displays the contents of an item.				
Yes	--	----	Y	----
Indicates an affirmative response to a question and removes the window containing the question.				